

SUBMIT EMPLOYMENT AND WAGE DETAIL FILE

Introduction	<p>This section of the document will show how an authorized user can submit employment and wage detail files for assigned employer accounts. If you wish to submit employment and wage details for quarters prior to 2010, please refer to the 'Submit Employment and Wage Detail File for Quarters prior to 2010' section of this user guide. The instructions here are applicable only if you are using the 'File Upload method' for multiple employers. If you wish to submit employment and wage detail reports using any other method from the individual employer account, please refer to the 'Employment and Wage Detail Reporting section' of the Employer User Guide.</p> <p>IMPORTANT: In order to understand the process flows, key business rules and changes, security, error handling and for extensive detail on processing Employment and Wage Detail through the new QUEST system, please refer to the addendum: Employment and Wage Detail Guidelines and Information.</p>
File Upload method:	<p>Within the file upload method, 3 options are available. They are: ICESA, EFW2 and Delimited. Key facts about file upload method are:</p> <ul style="list-style-type: none"> • The file upload method can be used to process up to 10,000 records. If you have more than 10,000 records, the FTP method should be used. • The uploaded wage detail files would be processed immediately, if your file size is within 200 records. Otherwise, your file would be processed as part of a scheduled batch. You should be able to view the status of your submission the following day, using the link 'View Submission History'. • The process to upload files using ICESA, EFW2 or Delimited is similar with the only difference being in the file format. Please refer to the addendum for additional information and extensive detail on file format, data definitions, formatting and file generation instructions for each of these formats.

Step-by-Step Instructions:

1. Navigate to the employment and wage detail home page using the instructions provided in the section 'Navigating to employment and wage detail home'.
2. Click on the link 'Submit Employment and Wage Detail File'. The following page will appear. Choose from one of the file upload methods and click 'Next'. (For the purposes of illustration, the 'Delimited' option is chosen here.)

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Third Party Administrator

TPA ID: 100

TPA Name: XXXXXX

Employment and Wage Detail Submission Process



File Format

- For details related to the most current file formats, select the appropriate link below.
- For details related to multiple file submissions or third party administrators (TPA) filings, click [here](#).

File Type	Record Length	File Extension
<input checked="" type="radio"/> Delimited ® (i.e., export from Excel with a comma delimiter)	Variable	.bt or .csv
<input type="radio"/> ICESA ® (NASWA Standard File Format)	275	.bt
<input type="radio"/> EFW2 ® (Formerly MMREF-SSA)	512	.bt

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3. The following page will appear. Use the 'Browse' button to locate the employment and wage detail file from your local folder. Click on 'Next' to upload the file.

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Employment and Wage Detail Submission Process



Select Wage Detail File

Choose file by selecting the 'Browse' button. Once the file is selected, click 'Next'. If you have problems uploading a file contact DUA @ xxx-xxx-xxxx

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4. If there are no errors, the following page will appear displaying the summary of wage details by employer account number and reporting unit. Click 'Next' to continue with the wage detail submission. Click 'Save and Exit', if you wish to return later.

NOTE: If you had more than 200 records to upload, your file will not be processed immediately. Instead, you will get a message stating that the records will be processed in a nightly batch. You will be able to view the status of your submission on the 'View Submission History' screen.

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Employment and Wage Detail Submission Process



Summary of Units Reported

Employer Account Number	Unit Number	Business Name	Year	Quarter	Total UI Gross Wages	Number of Records	Month #1	Month #2	Month #3
100	0	Employer	2009	July, August, September (Q3)	\$14,000.00	1	1	1	1

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5. On the next page you will be asked to certify your submission. Use the checkbox to complete the certification and click 'Next'.
6. The following page will appear, displaying the quarterly contributions due for each employer.



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Third Party Administrator

TPA ID: 100
TPA Name: XXXXXX

Employment and Wage Detail Submission Process

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Submit Wage Information

2

Confirm Submission

3

Process and Calculate

COMPLETED

Quarterly Calculations

Employer Account Id	Year	Quarter	Submission Type	Total UI Gross Wages	Quarterly Amount Due
1000	2009	July, August, September (Q3)	Adjustment #1	\$14,000.00	\$850.65

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Click here to view the wage detail calculations for this employer.

7. The wage detail calculations will appear as shown below.

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TPA ID: 10

TPA Name: XXXXXX


Reporting InformationEmployment and Wages Paid for the Quarter: **July, August, September (Q3)**Year: **2009****Employment and Wage Detail Adjustment Calculations**

- The table below illustrates the adjustment's total effect by quarter
- Each line lists the most recently submitted amount, the adjusted submission amount and the difference
- IMPORTANT NOTE: The adjustment process recalculates the quarter adjusted and any subsequent quarters
- Calculations DO NOT include records pending UI staff review. These will be included in a new account statement

	Submission Type	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Amount
Quarterly Wages						
Total UI Gross Wages [Ⓜ]	Submitted		\$15,000.00	\$0.00	\$0.00	\$15,000.00
	Adjusted		\$15,000.00	\$14,000.00	\$0.00	\$29,000.00
	Difference		\$0.00	\$14,000.00	\$0.00	\$14,000.00
UI Taxable Wages [Ⓜ]	Submitted		\$14,000.00	\$0.00	\$0.00	\$14,000.00
	Adjusted		\$14,000.00	\$14,000.00	\$0.00	\$28,000.00
	Difference		\$0.00	\$14,000.00	\$0.00	\$14,000.00
UHI Taxable Wages [Ⓜ]	Submitted		\$0.00	\$0.00	\$0.00	\$0.00
	Adjusted		\$0.00	\$0.00	\$0.00	\$0.00
Contributions						
UI Contribution [Ⓜ]	Submitted		\$859.60	\$0.00	\$0.00	\$859.60
	Adjusted		\$859.60	\$844.99	\$0.00	\$1,704.59
	Difference		\$0.00	\$844.99	\$0.00	\$844.99
UHI Contribution [Ⓜ]	Submitted		\$0.00	\$0.00	\$0.00	\$0.00
	Adjusted		\$0.00	\$0.00	\$0.00	\$0.00
	Difference		\$0.00	\$0.00	\$0.00	\$0.00
Workforce Training Fund [Ⓜ]	Submitted		\$8.40	\$0.00	\$0.00	\$8.40
	Adjusted		\$8.40	\$5.66	\$0.00	\$14.06
	Difference		\$0.00	\$5.66	\$0.00	\$5.66
Secondary Uniform Adjustment [Ⓜ]	Submitted		\$0.00	\$0.00	\$0.00	\$0.00
	Adjusted		\$0.00	\$0.00	\$0.00	\$0.00
	Difference		\$0.00	\$0.00	\$0.00	\$0.00
Penalties and Interest						
Non Filer Penalty [Ⓜ]	Submitted		\$100.00	\$0.00	\$0.00	\$100.00
	Adjusted		\$100.00	\$0.00	\$0.00	\$100.00
	Difference		\$0.00	\$0.00	\$0.00	\$0.00
Interest [Ⓜ]	Submitted		\$31.10	\$0.00	\$0.00	\$31.10
	Adjusted		\$31.10	\$0.00	\$0.00	\$31.10
	Difference		\$0.00	\$0.00	\$0.00	\$0.00
Quarterly Amount Due [Ⓜ]	Submitted		\$999.10	\$0.00	\$0.00	\$999.10
	Adjusted		\$999.10	\$850.65	\$0.00	\$1,849.75
	Difference		\$0.00	\$850.65	\$0.00	\$850.65

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8. The following confirmation will appear indicating that the process is complete.



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Employment and Wage Detail Submission Process



Employment and Wage Detail Report Submission Confirmation

- Thank you for using our online Employment and Wage Detail Submission process. You have successfully submitted an Employment and Wage Detail Report for Quarter 3 of Year 2009.
- Your confirmation number is : 00100051_07310914052. For future reference, this number is in View Submission History.
- If you would like to make a payment for amounts due select 'Make Payment' at the bottom of this page.
- If you are closing your business and this is your final Employment and Wage Detail Report Select 'Account Maintenance' then 'Suspend Account' from the left navigation and proceed with the prompts.

Make Payment